

VETERANS MEMORIAL COMMISSION
MONDAY, MAY 10, 2021 AT 5:15 P.M.
Via Zoom

Join Zoom Meeting

<https://zoom.us/j/94194505662?pwd=R1hMMlo3UXISckFVUURKdWVRUnJpZz09>

Meeting ID: 941 9450 5662

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One tap mobile

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TENTATIVE AGENDA

Roll Call:

Terry Stringfellow _____ Leo Lease _____ Gwen Rieck _____ Randall Hotchkin _____ Teresa Coon _____

1. Perfecting and Approval of Agenda
2. Approve minutes from Monday, April 12, 2021
3. Monthly budget report
4. Greater Poweshiek Community Foundation (GPCF) Monthly Balance Report
5. Approve bills for payment
 - RDG INV#48409 \$9,750.00 (paid 5/3/21)
 - Alliant Energy \$39.73 (paid 5/3/21)
 - Black Electric INV#2705 \$520.70
6. Consider proposal to hire GPCF to perform grant writing services at a cost of \$2000.00 for an Iowa Community Attraction and Tourism grant.
7. RDG Architects – Update
8. Consider request by architect RDG for additional compensation
9. Consider building renovation issues needing direction
10. Marketing & Fundraising – Update
11. Prairie Star – Update
12. Discuss and consider Fourth of July parade participation
13. Consider returning to in person meetings
14. Inquiries:
(All inquiries or comments are limited to two minutes per person and those wishing to speak must be recognized by the chair before beginning – In addition, no action shall be taken).
15. Adjournment:

Next Meeting: June 14, 2021

VETERANS MEMORIAL COMMISSION
MONDAY, APRIL 12, 2021 AT 5:15 P.M.
VIA ZOOM

MINUTES

Attendance: Present: Randy Hotchkin, Gwen Rieck, Dr. Teresa Coon, Terry Stringfellow, Leo Lease; Absent: none

1. **Perfecting Agenda:** MOTION to approve agenda by Lease, second by Hotchkin, all ayes, motion carried.
2. **Approve Minutes:** MOTION to approve March 8, 2021 minutes by Hotchkin, second by Lease, all ayes, motion carried.
3. **Monthly Budget Report:** Coon reported balance of \$37,258.
4. **Greater Poweshiek Community Foundation:** Report by Nicole Behrens, total balance of \$1,018,022.
5. **Approval of bills:** none submitted
6. **Consider Building Access Resolution:** MOTION by Hotchkin, second by Stringfellow to approve all prior restrictions of the Commission as to the City and its staff entering the Veterans Memorial Building are now modified to provide that the City and its staff may enter the Veterans Memorial Building upon approval of the Mayor or the City Manager for any purpose related to the building. Further, the City and its staff are authorized to enter the Veterans Memorial Building without approval of the Mayor or the City Manager at any time in case of actual or perceived emergency. All ayes, motion carried.
7. **Consider Repair of Replacement of Lights to Shine on Flag:** Hotchkin reported the current lights are not working. He looked into repairing them but found them unrepairable, and subsequently contacted Black Electric to replace them at a probable cost of \$500.00. The new lights will work with the building renovation. MOTION by Hotchkin, second by Lease to have Black Electric install new lights, all ayes, motion carried.
8. **Consider Decision Making Process during Building Design Phase:** No action taken.
9. **RDG Architects - Update:** Matt Coen and Tom Lacina reported how the building will be adapted for building access to accommodate the artists, the public, and veterans.
10. **Marketing & Fundraising Update:** no report
11. **Prairie Star Update:** Lacina and N. Behrens are working on grants
12. **Inquiries:** none
13. **Adjournment:** MOTION by Lease, second by Hotchkin, all ayes, motion carried.

Next meeting: May 10, 2021



**Veteran's Memorial Building YTD Budget Report
Fiscal Year 2020 - 2021**

	2019-2020 ACTUAL	2020-2021 REESTIMATED BUDGET	YTD ACTUAL	Proposed Bills list 06/07/21	2020-2021 REMAINING BUDGET
Beginning Balance	\$ 45,368	\$ 98,145	\$ 98,145		-
Revenues:					
002-3.470.2.4461 VM - Grants Non-Govt	\$ 1,200	\$ -	\$ -	\$ -	\$ -
002-3.470.2.4705 VM - Contribution Priv	-	-	-	-	-
002-3.470.2.4720 Vets Mem - Ins Collections	-	1,294	1,294	-	-
002-3.470.2.4780 Other Miscellaneous Revenue	-	-	-	-	-
002-3.470.4.4020 Vets Mem - Property Tax	109,197	153,467	146,475	-	-
002-3.470.4.4060 Vets Mem - Excise Tax	1,151	1,197	1,197	-	-
002-3.470.4.4300 Vets Mem - Interest Earned	500	800	526	-	-
002-3.470.4.4432 Vets Mem - Rollback Rep	4,711	5,291	5,291	-	-
Total Revenues	\$ 116,759	\$ 162,049	\$ 154,783		\$ -
Expenditures:					
002-4.470.2.6371 Utilities	1,144	1,500	317	-	1,183
002-4.470.2.6402 Ads & Legals	-	1,600	1,600	-	-
002-4.470.2.6409 General Insurance	800	1,825	1,825	-	-
002-4.470.2.6420 Consulting/Professional Fees	61,052	180,000	162,869	-	17,131
002-4.470.2.6428 Misc Cont Work i.e. Fundraising	-	768	768	-	-
002-4.470.2.6445 Refunds	-	-	-	-	-
002-4.470.2.6513 Misc Supplies & Materials	986	4,000	-	-	4,000
002-4.470.3.6570 Building Improvements	-	1,000	-	-	1,000
Total Expenditures	\$ 63,982	\$ 190,693	\$ 167,379	\$ -	\$ 23,314
002-4.910.5.6911 Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures and Transfers Out	\$ 63,982	\$ 190,693	\$ 167,379	\$ -	\$ 23,314
Ending Balance	\$ 98,145	\$ 69,501	\$ 85,549		

*Note - Misc Contract and Building Imp budget amounts have been adjusted according to where expenses are incurred.

Statement of Activity

Grinnell Veterans Memorial Commission Building Campaign

February 01, 2021 through February 28, 2021

Fund Activity Summary

	<u>Feb 2021</u>	<u>Jul 2020</u>
Beginning Balance	269,390.23	245,530.91

Additions to Fund

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	154.00	29,808.00
Grant Revenue	0	1,000.00
Pledges	0	600.00
Totals	154.00	31,408.00

Disbursements

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	7.70	2,701.80
Advertising & Marketing Expenses	0	176.88
Other Expenses	1,607.83	1,631.53
Program Expenses	0	4,500.00
Totals	1,615.53	9,010.21

Net Change	(\$1,461.53)	\$22,397.79
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Ending Balance	\$267,928.70	\$267,928.70
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Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Cash, Checking, & Savings	67,398.92
Certificates of Deposit	100,000.00
Net Pledges Receivable	100,529.78
Total	267,928.70

Outstanding Fund Liabilities

No outstanding liabilities for the fund

Fund Activity Detail

Donations

<u>Date</u>	<u>Donor Description</u>	<u>Amount</u>
2/28/2021	Menner, Bill and Tish, Barb	70.00
2/28/2021	Behrens, Russell and Brua-Behrens, Nicole	84.00
Total Donations		154.00

Grants Awarded

No grants awarded in the statement period

Statement of Activity

Grinnell Veterans Memorial Commission Building Campaign

March 01, 2021 through March 31, 2021

Fund Activity Summary

	<u>Mar 2021</u>	<u>Jul 2020</u>
Beginning Balance	267,928.70	245,530.91

Additions to Fund

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	404.00	30,212.00
Grant Revenue	0	1,000.00
Pledges	0	600.00
Totals	404.00	31,812.00

Disbursements

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	70.20	2,772.00
Advertising & Marketing Expenses	0	176.88
Other Expenses	13.37	1,644.90
Program Expenses	0	4,500.00
Totals	83.57	9,093.78

Net Change **\$ 320.43** **\$22,718.22**

Ending Balance **\$268,249.13** **\$268,249.13**

Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Cash, Checking, & Savings	68,732.72
Certificates of Deposit	100,000.00
Net Pledges Receivable	99,529.78
Total	268,262.50

Outstanding Fund Liabilities

<u>Outstanding Liability</u>	<u>Balance</u>
Current Liabilities	13.37
Total	13.37

Fund Activity Detail

Donations

<u>Date</u>	<u>Donor Description</u>	<u>Amount</u>
3/9/2021	Grosenbach, Gerald and Carolyn	150.00
3/16/2021	Koberg, Larry and Nancy	100.00
3/31/2021	Rieck, Gwen	1,000.00
3/31/2021	Menner, Bill and Tish, Barb	70.00
3/31/2021	Behrens, Russell and Brua-Behrens, Nicole	84.00
Total Donations		1,404.00

Grants Awarded

No grants awarded in the statement period



March 31, 2021
 Project No: R3002.689.00
 Invoice No: 48409

Russ Behrens
 City Manager
 City of Grinnell
 520 4th Avenue
 Grinnell, IA 50112

Project R3002.689.00 Grinnell, City of - Vets Memorial Bldg Renov
Professional Services through March 31, 2021
Fee

Billing Phase	Fee	Billed %	Earned	Prior Fee	Current Fee
Schematic Design	45,000.00	100.00	45,000.00	45,000.00	0.00
Design Development	45,000.00	100.00	45,000.00	45,000.00	0.00
Construction Documents	112,500.00	98.00	110,250.00	103,500.00	6,750.00
Bidding/Negotiation	15,000.00	20.00	3,000.00	0.00	3,000.00
Contract Administration	82,500.00	0.00	0.00	0.00	0.00
Total Fee	300,000.00		203,250.00	193,500.00	9,750.00
			Total Fee		9,750.00
				Total this Invoice	\$9,750.00



Black Electric Inc.
700 Maple St
Grinnell, IA 50112
scott@blackelectric.org



INVOICE

BILL TO
City of Grinnell
Veterans building
520 4th Ave
Grinnell, IA 50112

INVOICE # 2705 DATE 04/29/2021 TERMS Due on receipt DUE DATE 04/29/2021

P.O. NUMBER
REPLACE SPOT LITES VA BLDING

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/20/2021	Labor-Jared D	Jared D	1.50	85.00	127.50
	Labor - Kaden	Kaden	1.50	75.00	112.50
	LED SPOT LIGHTS	LED SPOT LIGHTS	2	124.18	248.36T
	PHOTO EYE	PHOTO EYE	1	29.34	29.34T
	WIRE NUT	WIRE NUT	12	0.25	3.00T

We appreciate your business and look forward to working with you again soon.

SUBTOTAL 520.70
TAX 0.00
TOTAL 520.70

BALANCE DUE **\$520.70**

DRAKE COMMUNITY LIBRARY

MEETING ROOM POLICY – TEMPORARY

This is a temporary policy necessitated by Covid-19 pandemic conditions. This policy remains in effect beginning May 3, 2021 until revoked by the Library Board of Trustees.

The purpose of this policy is to create an environment that balances the community's need for quality library services while maintaining a safe working environment for the public and library personnel as we work together to prevent the spread of Covid-19.

Reservations for use of meeting space will be allowed utilizing the following social distancing practices:

1. Masks must be worn at all times by those age two (2) or older.
Exceptions:
 - a) Attendees with medical condition or as necessary due to other compelling reasons
 - b) If food or drink is allowed, attendees may remove masks only when actively eating or drinking
2. Limited room capacity and food/drink limitations as per chart below
3. Handwashing facility and/or hand sanitizer used upon entry into building and as needed.

Meeting rooms available include:

Community Room	<ul style="list-style-type: none">• Capacity 40 people• Tables and chairs will be placed in a standard configuration to promote social distancing• LCD projector and speaker system with hearing loop are available to users• A kitchenette is accessible to users – serving food/drink is discouraged, but allowed for all-day meetings• Restrooms are accessible in the lobby• Meeting may extend past closing time (see <i>After Hours Use of Community Room</i> procedure)
Board Room	<ul style="list-style-type: none">• Capacity 8 people• Tables and chairs will be placed in a standard configuration to promote social distancing• No food allowed; covered drinks only

Large Group Study Room	<ul style="list-style-type: none">• Capacity 6 people• Tables and chairs will be placed in a standard configuration to promote social distancing• No food allowed; covered drinks only
Small Group Study Room	<ul style="list-style-type: none">• Capacity 2 people• No food allowed; covered drinks only

This temporary policy is part of the Library’s overall policy structure and should be interpreted in conjunction with the Library’s standard Meeting Room Policy and other existing policies.

Adopted 08/20
Revised 04/21